



# Instructions For Completing The San Diego Police Department Embezzlement Report Form



This form is made available to business owners who have had employee thefts involving the use of forged and/or altered records to facilitate the theft. **Your report will be evaluated by a Financial Crimes Supervisor and you will be contacted.**

If you are not sure of the jurisdiction or have any questions regarding this form, please contact the Financial Crimes Office at 619-531-2545.

**Please read the following instructions before completing the attached report form:**

1. Please type or print. Complete each block as requested.
2. If mailing in your report, please mail to:  
San Diego Police Department  
Financial Crime Unit, MS 723  
1401 Broadway  
San Diego, CA 92101



# SAN DIEGO POLICE DEPARTMENT

## FINANCIAL CRIME REPORT FORM



### GENERAL INFORMATION

<b>SHADED AREAS FOR POLICE USE ONLY</b>	Incident Number	Case Number
Code Section and Description (One Incident Only)	Beat	Date Received in FCU

### BUSINESS / REPORTING PARTY INFORMATION

Business Name:	Reporting Party's Name:
Business Address:	Reporting Party's Title:
Business Phone No.:	Reporting Party Phone No. (If not same as Business):
Dates of Occurrence: From:    Month                      Day                      Year  To:        Month                      Day                      Year	Approximate Loss?

RACE	A - OTHER ASIAN	D - CAMBODIAN	H - HISPANIC	K - KOREAN	P - PACIFIC ISLANDER	V - VIETNAMESE
CODE	B - BLACK	F - FILIPINO	I - INDIAN	L - LAOTIAN	S - SAMOAN	W - WHITE
LEGEND	C - CHINESE	G - GUAMANIAN	J - JAPANESE	O - OTHER	U - HAWAIIAN	Z - ASIAN INDIAN

### SUSPECT INFORMATION

Suspect's Name:	Race	Sex	Age	DOB	Ht	Wt	Build	Hair Color	Eye Color
Suspect's Address:	Phone	ID Type	ID Number						
Brief Job Description:	Additional Description: (i.e. Glasses, Tattoos, Teeth, Birthmarks, Scars, Jewelry , etc.)								
	Vehicle Information: (i.e. Make, Model, Type, Style, Color, Distinguishable Characteristics)								

Description of Embezzlement: (Fictitious/Forged Documents? Altered Records?)

### **MANDATORY INFORMATION & SIGNATURE**

I am aware that it is unlawful to make a false report of a crime to a peace officer. I am willing to sign a criminal complaint against the party/suspect involved in this case. I affirm that all the above information is true and correct to the best of my knowledge.

Print Name

Signature